



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

July 20, 2007 Sacramento, California

	Member	Department	Representing	Present	Absent	Term Exp
1.	Boomgaarden, Marc	Yuba City FD	League of California Cities	X		12/31/08
2.	Childress, Dennis	Orange County FA	SoCal Training Officers	X		12/31/08
3.	Coffman, Dan	CSU Los Angeles	CA Fire Tech Directors		X	12/31/07
4.	Coleman, Ronny		Chair	X		---
5.	Jennings, Mary	CFFJAC	CFFJAC	X		12/31/08
6.	VACANT	CAL FIRE	CDF			12/31/07
7.	Martin, Bruce	Fremont FD			X	12/31/08
8.	Rayon, Howard		CSFA		X	12/31/07
9.	Romer, Mark	Roseville FD	NorCal Training Officers		X	12/31/07
10.	Rooney, Hal	Santa Clara County FD	FDAC	X		12/31/07
11.	VACANT	San Jose FD	Metro Chiefs			12/31/08
12.	Senior, David	Allan Hancock College	CA Fire Tech Directors	X		12/31/08
13.	Thomas, Rich	Newport Beach FD	CPF	X		12/31/08
14.	Wagner, Ken	Roseville FD	CFCA and Vice-chair		X	12/31/07
15.	Zagaris, Kim	OES Fire	OES Fire	X		12/31/07
16.	VACANT	CAL FIRE	CDF Academy			12/31/08
	Alternate	Department	Representing	Present	Absent	Term
1.	Amaral, Brad		NorCal Training Officers		X	12/31/09
2.	Hurley, Charley	OES	OES Fire		X	12/31/07
3.	Jennings, Mike	Murrieta FD	SoCal Training Officers		X	12/31/08
4.	Myers, Ron	North Co. Fire Authority	League of California Cities		X	12/31/08
	Staff	Department	Position			
	Hamilton, Alicia	OSFM - State Fire Training	Training Specialist	X		
	Owen, Christy	OSFM - State Fire Training	Staff Services Manager	X		
	Pineau, Susan	OSFM - State Fire Training	Management Services Technician	X		
	Richwine, Mike	OSFM - State Fire Training	Chief	X		
	Rodriguez, Ramiro	OSFM - State Fire Training	Deputy State Fire Marshal	X		
	Slaughter, Rodney	OSFM - State Fire Training	Deputy State Fire Marshal	X		
	Guests	Department	Representing			
	Jim Connors	City College of San Francisco	Same			
	Bill Long	City College of San Francisco	Same			

I. Call to Order

Meeting was called to order at 9:10 a.m. by Chair Ronny Coleman.

II. Introductions and Welcome

Chair welcomed members and guests. Self-introductions were made and a quorum was established. Ramiro Rodriguez was introduced as the new Deputy State Fire Marshal III Specialist assigned to Southern California.

III. Approval of Agenda

M. Jennings moved to accept. D. Senior second.

Action: *The motion carried unanimously*

IV. Approval of Minutes

Issue: Approval of the April 20, 2007 minutes.

Discussion: None

MOTION: D. Childress moved to approve. M. Jennings second.

Action: *The motion carried unanimously*

V. Consent Calendar (Explanation of Concept)

Issue: No items requested

Discussion: None

MOTION: None

Action: *None*

VI. Old Business

1. Fire Service in Ghana

Issue: Report on R. Coleman's trip to Ghana

Discussion: R. Coleman made a brief presentation on his recent trip to Ghana. He is putting together a shipment of used fire fighting equipment and asked that if anyone had anything they would like to contribute, they contact him.

MOTION: None

Action: *Information Only*

2. Update on California-Nevada Training Summit

Issue: Review of courses for future course recognition agreement

Discussion: M. Richwine: met with Dennis Pinkerton (NV SFM's Office) and staff in South Lake Tahoe. The meeting was hosted by South Lake Tahoe Fire Chief Gigliotti. We provided necessary information on our courses. They will review, and we will meet again to discuss further.

MOTION: None

Action: *Information Only*

3. Update on Quality Assurance Program

Issue: **Challenges Faced**

Discussion: C. Owen gave an update on issues that SFT is facing in developing a Quality Improvement Program. The challenges we are facing are in the state procurement system. We are planning to meet with our contract staff, who until recently have been impacted by the end of the fiscal year closing. The process is currently underway.

MOTION: *None*

Action: *Information Only*

4. Follow up from last meeting

Issue: **ICS Training within the Fire Fighter, Fire Officer, and Chief Officer Certifications**

Discussion: Committee members were provided with copies of the minutes for State Board of Fire Services as well as STEAC meetings held in 1997 which documented the history of the current ICS requirements for the various certifications. M. Richwine reiterated that the decision was made based on a recommendation from FIREScope and fell within SEMS/NIMS guidelines.

MOTION: *M. Jennings moved to leave ICS requirements as they currently stand for Fire Officer and Chief Officer certification. K. Zagaris seconded.*

Action: *The motion carried unanimously*

5. Report on Trip to the Oregon Department of Public Safety – Standards and Training

Issue: **Update to training**

Discussion: M. Richwine gave an update on the trip to Oregon. M. Richwine and C. Owen met with Eriks Gablicks and staff from the Department of Public Safety – Standards and Training. Their new facility, located in Salem, has the Department of Corrections, State Police, and State Fire & Training Standards all co-located. They are doing a lot of progressive things, especially with their data management system. The instructors and students can go on-line and view their own training records. They use a fire id number in lieu of the student's social security number for tracking. They place a lot of responsibility on the local fire departments, including updates to the data system. They have provided us a copy of the Request for Proposal they used for development of their database which we will use as a guide when we begin the process of updating/replacing our database. Overall we were impressed with their organization and felt the trip was valuable. R. Coleman made a recommendation to consider trips to Arizona and Utah next.

MOTION: *None*

Action: *Information Only*

6. Presentation from City College of San Francisco (CCSF)

Issue: **Accreditation**

Discussion: R. Slaughter reported on the site visit for accreditation that was conducted at CCSF by M. Richwine, A Cota, H. Rooney and himself. He then introduced Bill Long and Jim Connors who were representing CCSF. Bill Long started the PowerPoint presentation with a discussion of the history of CCSF. Jim Connors spoke about the campus and showed pictures of the facilities. Based on the site visit, R. Slaughter made a recommendation to the committee that accreditation be granted.

MOTION: *D. Senior moved to grant accreditation to CCSF. K. Zigaris seconded the motion.*

Action: *The motion carried unanimously. STEAC will write a memo to Kate Dargan regarding the accreditation of CCSF.*

7. Review of Reaccreditation Schedule

Issue: **STEAC members needed for site inspections (handout provided)**

Discussion: R. Slaughter presented the reaccreditation schedule to committee members. He requested STEAC member participation in conducting the site inspections. The site inspections are estimated to take one-and-a-half days for a new application, and one day for reaccreditation. We cannot charge more than \$2,000, but all travel expenses are provided through the college. H. Rooney reported on the benefit of attending the CCSF inspection as it allowed him to look at things from the perspective of an evaluator and a student. He felt Art Cota was a great benefit to the team as he approved input from the Fire Tech Director perspective. R. Coleman recommended that each STEAC member attend at least one inspection. Academies that applied for reaccreditation before the change in Policies and Procedures will fall under the previous rules. R. Coleman volunteered to go to Siskiyou and Modesto for site inspections. H. Rooney volunteered to go to Fremont and Los Medanos College, and D. Senior volunteered for Sierra College. M. Jennings requested an updated list of submissions to be distributed to STEAC members after the meeting.

MOTION: *None*

Action: *Updated schedule to be distributed. Contact R. Slaughter to volunteer for site inspections.*

8. Rescue Systems

Issue: Update re: Curricula

Discussion: R. Slaughter reported on the status of the Rescue Systems updates. The Low Angle Rope Rescue (LARR) courses are completed. Three rollout classes for LARR have been delivered. Rescue Systems 1 has graphic issues that are being resolved. Rescue Systems 2 has graphic and formatting issues. The Confined Space Rescue Work Group has a 2-day meeting scheduled for next month. They are still waiting for CMC (the publisher) to complete the text. The Trench Rescue Work Group will be presenting a draft document at the end of this month for review. They are working diligently on completing the draft. M. Richwine noted that the approach of appointing a work group manager has proven to be successful and we will continue on that route.

MOTION: None

Action: *None*

9. Presentation re: Fire Officer and Chief Officer CTS

Issue: Revision of Fire Officer and Chief Officer CTS

Discussion: A. Hamilton: there were very few changes to the Fire Officer CTS which was presented to the committee at the April meeting; however, there are substantial changes to the Chief Officer CTS and it should be reviewed carefully. At this time, only the CTS work group has reviewed the document. R. Coleman proposed that the committee review the Fire Officer CTS within the next two weeks and forward any suggestions for revision to A. Hamilton. M. Jennings and A. Hamilton reiterated that the Chief Officer CTS should be reviewed closely. It was updated by the work group in one, well-directed session. It is based on NFPA standards. M. Richwine expressed thanks to the work group, in particular for B. Vandevort's leadership and A. Hamilton's hard work in compiling the changes.

MOTION: *K. Zagaris made a two-part motion. Part one: moved to schedule a conference call in two weeks for the review of the Fire Officer CTS seeking final approval. Part two: provide the Chief Officer CTS to the individuals doing the curriculum revisions for the Education Resources Roundtable to review for course development. They will then make a recommendation to STEAC before the CTS is adopted. STEAC members are also to make recommendations until September 15, 2007 with the vote for adoption taking place at the next STEAC meeting on October 19, 2007. M. Jennings second.*

Action: *The motion carried unanimously.*

10. Update on On-Line Delivery Beta Test

Issue: Update from Alan Hancock College

Discussion: D. Senior stated that all three of the Management courses have been delivered and completed. The students are going through the evaluation process. I-300 is not going to be released to teach on line. Fire Investigation will be offered in the spring semester. There were 54 students that took Management 1A. They were split between three different classes. The long term goal is to improve the process and bring back to STEAC so that it can be adopted across the state. M. Richwine: reported that he received calls from the South Pasadena Fire Chief representing LA Area Fire Chiefs, who expressed concerns over where State Fire Training is going with on-line delivery. He provided a list of questions and those questions were sent to D. Senior for follow up. R. Coleman suggested that he, M. Richwine, and D. Senior work together to prepare a list of frequently asked questions to answer common concerns.

MOTION: None

Action: None

11. Beta Test Fire Management Series

Issue: Beta test of Fire Management Curriculum

Discussion: R. Coleman: We have now submitted a letter to the Management instructors, telling them that we are going to do the Beta Test for the Management Series. They have been authorized to use the new text.

MOTION: None

Action: Information Only

12. Proposed Update for Fire Command Series

Issue: Fire Command Series

Discussion: R. Coleman reported that work on the Fire Command Series has not yet begun. Dennis Childress is the only person to volunteer to date. He would like three more people to help him in this series. M. Richwine said that Frank Dixon from the FIREScope Ops Group expressed interest. Tom Brennan was also mentioned as a possible participant.

MOTION: None

Action: Information Only

13. Correspondence

Issue: Communications received by STEAC Chair

Discussion: M. Richwine highlighted the Kudos received regarding State Fire Training staff. He expressed thanks to C. Owen for her leadership since she has been here in January. He also appreciates the efforts made by the STEAC

Committee to get the word out about the positive changes taking place at State Fire Training.

MOTION: *None*

Action: *Information Only*

VII. New Business

1. Fire Control 3 Workgroup

Issue: **Where are we at with the program?**

Discussion: K. Vollenweider: Draft Position Task Book was put together approximately a year ago and presented to STEAC. STEAC reviewed and has it under consideration; however, very few people are aware of the existence and/or contents of this task book. There was very little participation from the Fire Control 3 instructors, both primary and senior. Therefore, it was requested that a work group be put together to do a review. The work group met and the draft position task book was reviewed. They found that there is a great deal of difference in the delivery of training between Northern and Southern California. The work group will schedule additional meetings through October and the new draft task books will be complete. There will be one task book for each position and one for senior instructors. K. Zagaris suggested that we take the product and move forward, and make adjustments along the way. K. Vollenweider provided clarification that the senior instructor must be present at every event.

MOTION: *D. Senior moved to distribute a safety alert to the fire service to make them aware of the existence of Fire Control 3, the proposed changes, and the suggestion that standards be use (making note of the existence of NFPA 1403). This notice would be sent to stakeholders as well. D. Childress second.*

Action: *The motion carried unanimously.*

2. Delay of Fee Increase

Issue: *Information re: the decision to delay the approved fee increase*

Discussion: C. Owen: The notice of fee increase memo is posted on the website under Forms and Information. We felt that it was in our best interest, as well as that of our stakeholders, to delay the fee increase from July 1, 2007 to January 1, 2008. This is, in large part, to allow the community colleges more time to adjust their rates in their course catalogs. In October, we will send another notification in writing to all of our stakeholders to remind them of the upcoming increase.

MOTION: *None*

Action: *Information Only*

3. Improving Communication Network within the Fire Service

Issue: **How can we improve the communication?**

Discussion: Discussion was held on how to improve communication with the fire service. Suggested changes were to ensure that all organization websites have a link to the State Fire Training website, encourage bottom up communication and vice versa, and increase committee participation when creating agenda items for STEAC meetings. R. Coleman noted that one of our biggest challenges is overcoming information overload and figuring out a better way to distribute information so that the largest number of potential people will have access to it.

MOTION: *None*

Action: *None*

4. Proposal of Policy Statement to Manage Complaints

Issue: *Managing complaints*

Discussion: R. Coleman suggested a process for managing complaints. The process would be to determine if the individual has contacted their STEAC representative. If not, then refer them to the appropriate committee member to discuss the matter first. That member would then be responsible to bring the issue to the rest of the committee when appropriate. The process is not intended to discourage complaints, rather to identify the validity of the complaint.

MOTION: *None*

Action: *None*

IX. Announcements

None

XI. Roundtable

M. Richwine met with ICC who is finalizing the curriculum for the California amendment courses for the new fire code. These are one-day courses which are approximately 6 hours long. Classes will run from September through February. There will be approximately 30 classes offered throughout the state. Steve Hart is heading the work group for the Fire Marshal CTS update. They met in June and will meet again next month to update the standards for the Fire Marshal series. We will keep STEAC advised of progress.

XII. Future Meeting Date

Office of State Fire Marshal

Sacramento
1131 S Street

Sacramento, CA 95814

Future STEAC meeting date: Friday, October 19, 2007

XII. Adjournment

The meeting was adjourned by R. Coleman at 1:15pm

DRAFT